

Date of Application: _____

MEETING ROOM APPLICATION

Name of applicant/Group: _____

If a group, contact person: _____

Address: _____

City: _____

Phone: _____ Email: _____

Purpose of Meeting: _____

Date of Meeting: _____

Recurring: Yes No Other Dates: _____

Time of meeting: _____ to _____

Expected Number in Attendance: _____

I, the undersigned, read the Norwalk Easter Public Library's policy regarding use of its public meeting room and will comply with all rules and regulations set forth in the policy.

Signature: _____ Date: _____

For Library Use Only

Policy Given to Patron: Yes No

Trash Removed: Yes No Room Vacuumed: Yes No

Personal Property Removed, including Refrigerator: Yes No

Any damages or extra cleaning needed: Yes No

Comments: _____ Staff Initials: _____

Reserved on Calendar

Yes: _____
Date: _____

Room Rental Fee

Waived: _____
Paid: _____

Key Required/ Deposit Received

Yes: _____
No: _____
Picked Up: Yes No